

Report Date: 12 Mar 2015

**Summary Report for Individual Task
551-88U-4300
Organize Railway Administrative Functions
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: Assigned as a Railway Specialist with the requirement to advise COCOM/Host Nation personnel on organizing railway administrative functions, given a train manifest, operation orders, appropriate personnel, PPE, references, and a completed risk assessment, day or night, in all weather conditions, and in an operational environment. Some iterations of this task should be performed in MOPP 4.

Standard: Verify that the railway administrative functions are organized so that the appropriate personnel know their role in the train movement without causing injury to personnel or damage to equipment.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You have been given the task of advising how to organize railway administrative functions.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Coordinate with Movement Control Agencies.

- a. Movement Control Center
- b. Movement Control Teams
- c. Corps Support Command

2. Coordinate with Civilian Representatives.

- a. Logistics support
- b. Equipment manufacturers
- c. Representatives for commodities

3. Coordinate with Host Nation Railroad.

- a. Civilian railroad for MOW activities
- b. Civilian railroad for railway equipment
 - (1) Determine delivery of rolling stock.
 - (2) Determine return of rolling stock.
- c. Civilian railroad for movement communications
- d. Civilian railroad for equipment crews
- e. Civilian railroad for railway equipment maintenance

4. Record coordination efforts.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Mark each performance measure either GO or NO-GO. The Soldier must complete all steps to receive a GO for each measure. All measures must be marked GO to receive an overall GO on the task. If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials required to perform the task are available. Tell the Soldier that he/she will be evaluated on advising how to organize railway administrative functions.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Coordinated with Movement Control Agencies.			
2. Coordinated with Civilian Representatives.			
3. Coordinated with Host Nation Railroad.			
4. Recorded coordination efforts.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-14	Expeditionary Railway Center Operations	No	No
	GCOR	GCOR General Code of Operating Rules	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across DOTMLPF and ensures all training procedures, training manuals, and training doctrine includes sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. Environmental protection is never completed. Continuously be alert to ways to protect our environment and reduce waste.

Leaders must ensure that their unit has an active and strong environmental program. They must understand the laws and know what actions to take. Leaders bring focus, direction, and commitment to environmental protection. Commanding officers should ensure the following environmental programs are in place and are being maintained:

- Hazardous materials program.
- Hazardous waste program.
- Hazardous communications program.
- Pollution prevention and hazardous waste minimization recycling program.
- Spill prevention and response plan program.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task.

- (a) Take personal responsibility.
- (b) Practice safe operations.
- (c) Recognize unsafe acts and conditions.
- (d) Take action to prevent accidents.
- (e) Report unsafe acts and conditions.
- (f) Work as a team.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None